

## CHAPTER 7. STATIONERY

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1. What is the definition of stationery?
  2. What is OST stationery?
  3. What is FHWA stationery?
  4. How do I order stationery?
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1. **What is the definition of stationery?** Stationery includes letterhead paper, memorandum forms, plain bond paper, and envelopes. The following items are forms:
    - a. FHWA-121 Memorandums.
    - b. FHWA-1139 Postal Cards.
    - c. FHWA-146 Mailing Labels.
  2. **What is OST stationery?**
    - a. The DOT Secretary, Deputy Secretary, and General Counsel have special letterhead stationery.
    - b. All other letters for OST signature use OST stationery with the DOT seal.
    - c. OST Letterhead examples can be found at [OST Letterhead Examples.pdf](#).
  3. **What is FHWA stationery?**
    - a. **Office of the Federal Highway Administrator letterhead.** The letter for signature in the Office of the Federal Highway Administrator is on blue letterhead that reads: U.S. Department of Transportation, Federal Highway Administration, Office of the Administrator.
    - b. **Other Washington Headquarters letterhead.** All other Washington Headquarters organizational elements use blue letterhead that reads: U.S. Department of Transportation, Federal Highway Administration.
    - c. **Field offices letterhead.** The field offices use black letterhead with the DOT seal that reads: U.S. Department of Transportation, Federal Highway Administration.
    - d. **FHWA letterhead** and memorandum examples can be found at [FHWA Letterhead Examples.pdf](#).

- e. **FHWA logo.** The **Buckle Up America** logo must appear at the bottom of the first page on all FHWA memorandums and letterhead stationery including stationery used by the field offices. The logo must be the same color as the letterhead.
  - f. **Electronic Buckle Up America Templates.** Word templates for the Buckle Up America logo are accessible on StaffNet at <http://intra.fhwa.dot.gov/informs/tn00-02%20template%20test.htm>, then open up the Buckle Up America Templates-Zip file.
    - (1) Washington Headquarters stationery are in the files marked HQ BlueBUA.dot, AdminBlueBUA.dot, and Memo BUA.dot.
    - (2) Stationery for the field offices is in the file marked FHWA LetterBUA.dot.
4. **How do I order stationery?** The items listed in paragraph 1 may be obtained from the OST Utilization and Storage Section (M-443.2) by submitting a written request.
- a. **OST letterhead.** Contact the FHWA Executive Secretariat for OST letterhead.
  - b. **Office of the Administrator letterhead.** Each office is responsible for ordering its supply of Office of the Administrator letterhead.

The following are samples of letterhead stationery used in FHWA and OST.

Sample 1: Blue letterhead used by the Office of the Administrator.

Sample 2: A smaller-sized stationery used in the Office of the Administrator.

Sample 3: Blue letterhead used by FHWA Washington Headquarters offices.

Sample 4: Black letterhead used for memorandums.

Sample 5: Black letterhead used by FHWA field offices.

Sample 6: Secretary of Transportation letterhead.

Sample 7: Deputy Secretary of Transportation letterhead.

Sample 8: OST General Counsel letterhead.

Sample 9: OST letterhead.